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**SUPPLY**

**REQUISITIONING**

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**AFMAN 23-110, Volume II, Part Two, Chapter 9 is supplemented as follows:**

This supplement does not apply to US Air Force Reserve units or members.

9.3.2. Reference IMPAC procedures outlined in AFI 64-117.

9.120.3. (Added) The Chief of Supply (COS) Customer Service Section (CSS) is the supply point of contact on all queries relating to asset availability. The customer (organizational SF 44 monitor) will contact the CSS prior to any purchase actions. The SF 44 procedures are outlined in the AFMC FAR supplement paragraph 5313.503-3. The CSS is responsible for verification of asset availability within the COS account (stock). During the verification process the CSS clerk will include, but is not limited to, local purchase item description listing, automated stock listing, (i.e. parts master, FEDLOG, etc.) and identification lists (IL's). The customer should provide the CSS demand data for items purchased using SF 44 procedures. When the customer provides this data local management will determine whether the CSS clerk or the stock control clerk, will process applicable demand data input(s) (DOC I. D. FCL) to update the standard base supply system (SBSS) item record demand data fields.

9.1203.1. (Added) Use of the SF 44 local purchase program is optional. However, if the SF 44 program or the credit card program is not used, the procedures outlined in chapter 9. section 1, paragraph 9.123. of the basic manual will apply.

9.1203.2. (Added) The CSS point of contact will inform the customer to contact the Equipment Management Section (EMS) to verify equipment authorization(s). Basic equipment authorizations procedures apply prior to purchase actions. Example: Customer will coordinate their request for audiovisual equipment with the base audiovisual manager, etc.

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